

# Retention and Classification Report

**Agency:** Capitol Preservation Board (2799)

Capitol Preservation Board  
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Salt Lake City, UT 84114-2110  
801-538-3074

**Records Officer** Stephanie Angelides

24349	Architectural proposals and reports
25369	As built construction plans and specifications
24348	Minutes

**AGENCY:** Capitol Preservation Board

**SERIES:** 24349

3

**TITLE:** Architectural proposals and reports

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by type.

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 6.

**AUTHORIZED:** 05/02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records document the construction of new buildings and the renovation of rented buildings for state use.

**AGENCY:** Capitol Preservation Board

**SERIES:** 24349

**TITLE:** Architectural proposals and reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Capitol Preservation Board

**SERIES:** 25369

3

**TITLE:** As built construction plans and specifications

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Final plans and specifications for approved and constructed state buildings.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 2.

**AUTHORIZED:** 04/07/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Capitol Preservation Board

**SERIES:** 25369

**TITLE:** As built construction plans and specifications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Capitol Preservation Board

**SERIES:** 24348

3

**TITLE:** Minutes

**DATES:** 1998-

**ARRANGEMENT:** By committee or subcommittee, thereunder chronological.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These minutes document board actions and decisions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Capitol Preservation Board

**SERIES:** 24348

**TITLE:** Minutes

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)